

MY FIRST RESUME:

A resume is a brief record of someone's job experience and personal history submitted with a job application. Fill in the blanks below to start creating your first resume.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (____) _____ Email address: _____

Career or Job Goal: _____

Abilities and Talents: (List your skills, such as time management, computer skills, leadership skills, etc. Also list your academic, athletic, musical, and artistic talents.)

Achievements and Awards: (What have you accomplished? Some examples may be scouting badges, honors for grades, winning a spelling bee, writing contest, or science fair. Also list any certifications you have such as lifeguard, CPR, & First Aid.

Work Experience: (any type of job counts)

Dates of employment: _____

Name of Employer: _____

Job Title: _____

Address: _____

Phone Number: _____

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Dates of employment: _____

Name of Employer: _____

Job Title: _____

Address: _____

Phone Number: _____

Education: Grade _____ School Name: _____

City: _____, State: _____

Source: Careers for Me: (2001). www.careerkids.com